



**Alberta Cooperative Grocery
Job Description**

Job Title: Board Director

Summary: To provide leadership and guidance that supports Alberta Cooperative Grocery's mission, vision, and goals on behalf of the Ownership through effective governance.

Status: Volunteer position; 7-10 hours/month.

Essential Duties and Responsibilities include the following:

- Prepare for, attend, and participate in at least 75% of BOD meetings;
- Prepare for, attend, and participate in the annual orientation, annual retreat, and Annual Membership Meeting;
- Serve on at least one Board committee during first term and other standing/ad-hoc committees as needed;
- Fulfill any rotating duties, such as tabling or officer roles;
- Be reasonably accessible to Owners by participating in ACG events;
- Check and respond to ACG email 1-2 times/week;

- Support the mission, vision, values, goals, and objectives of ACG;
- Support & further develop Ends Statements & other policies to reflect the needs of the Ownership;
- Ensure financial solvency & integrity of ACG by reviewing monitoring reports;
- Evaluate Collective Management performance based on monitoring reports & external audits;
- Participate in all Board evaluations;

- Understand and participate in Board decision-making processes;
- Consider owner input in decision making;
- Support the agreements of the Board of Directors;
- Listen openly and share opinions respectfully.

Qualifications:

- Current owner of Alberta Cooperative Grocery;
- Commitment to the Seven Cooperative Principles;
- Commitment to local, organic, whole foods & sustainability;
- Ability to read and interpret financial and policy documents;
- Ability to speak effectively and kindly before groups;
- Ability to listen openly and attentively;
- Basic computer skills including email and word-processing.

Benefits:

- 15% store discount for Board Director and one Household Shopper;
- Access to store free boxes;
- Free dinner at BOD meetings.